

Jacksonville School District #117
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August 14, 2020

Washington Parents,

We are looking forward to the 2020 – 21 school year! Our first day of school is Monday, August 24, 2020. We will provide either in-person learning or e-learning to your child depending on what you choose. If you choose e-learning for your Washington student please make the Washington Elementary Office aware unless you have filled out your survey or talked to the secretary already. We will have computers ready to check out to e-learners on Wednesday, August 19th from 2-4 p.m. at the front of the building. We are here to support you and answer any questions that you may have regarding the 2020-21 school year. Please feel free to call us 217-243-6711.

- **Masks:** Anyone entering the building must wear a facemask. Students, teachers and staff members must wear facemasks all day. Masks must be appropriate for the school environment. Halloween masks and masks with inappropriate images and/or language will not be permitted. Please bring additional masks in case your mask becomes wet or dirty. Facemasks may be removed during the short time your child is eating breakfast and lunch. Students who will not wear masks will be sent to the office and will be sent home for remote learning.
- If you are new to Washington School please make sure that you turn in your proof of residency to the secretary in three forms such as a current driver's license, electric bill, water bill, and/or rent receipt.
- **Student Attendance and Grading:** Students are expected to attend in person school or remote learning everyday. Daily attendance will be taken for both and entered into skyward. Truancy guidelines will continue to be followed for both options. Parents are reminded to contact the secretary at Washington by 8:15 a.m. if their child will be absent. In order to provide the safest learning environment and based on guidance from the IDPH, the office will be asking parents why the student is absent and what symptoms they may have. Students whether enrolled in either learning option will be expected to complete learning activities in accordance with teacher expectations. Learning activities will be assessed and grades assigned as they were before the school closure occurred last March.
- **Visitors to Washington Elementary School:** Outside visitors will have extremely limited access to District 117 property. Any visitor (parent, grandparent, other family members, delivery driver,

salesperson, etc.) will be required to self-certify their health, wear a mask and are highly encouraged to make an appointment if there is a reason so important to enter the building. While there are times for visitors to come to the school, JSD117, and ISBE guidance, discourages visitors to our buildings as much as possible during the COVID-19 pandemic. We ask that you call if possible to take care of business and if you need to come to the building the office staff will be vigilant in watching for visitors and will come to the security door and do their best to conduct business through the office security door when possible.

- Self-Certification and Health Screenings: We will likely have families self-certify that they are checking temperatures at home before school. Teachers and Staff will also need to self-certify. More information will be provided as we finalize this process. All students/teachers/staff members need to use hand sanitizer and wash hands often.
- Entry and Exiting the Building: Teachers and staff members will be in the hallway before school to ensure students report promptly to their classroom. We will be looking for students who are exhibiting Covid-19 symptoms. Our Washington Team will be in the hallways after school making sure that students leave the buildings promptly. K-2 Students coming for in-person schooling will be asked to enter through the front doors on Kosciusko Street. 3-5th grade students will be asked to enter through the back doors by the parking lot/blacktop. We will have staff members there to monitor entry and check for self-certification information. We ask that while coming into the building that you encourage your child to stay 6 feet away from others.
- Social Distancing: Teachers are asked to separate desks/tables/students to 6 feet in their classrooms as best/much as possible. Tables or desks in classrooms will also be set to face the same direction as much as possible to help with social distancing. Traffic patterns in classrooms will be set by teachers to help with social distancing as much as possible. All teachers are encouraged to use seating charts. This will help track student contact risks in the event of a COVID-19 incident. Hugs, handshakes, high-fives, and fist bumps are not allowed.
- Hallways: Students are asked to stay 6 feet apart in the hallway and to walk in a single-file line and not side by side while keeping 6 feet between the persons in front or behind them as much as possible.
- Water Bottles and Water Fountains: Students are encouraged to bring a water bottle to drink from during the day. Bottles need to have a closable lid on them to help prevent spills in classrooms. The water fountains will not be in use due to health concerns. It is important that a student brings a clean and fresh water bottle daily since the water fountain will not be of use.
- Restrooms: Students will be allowed to use the restrooms but must maintain a 6-foot social distance. An "X" will be placed on the floor to help students understand the distance they need to keep. Hand sanitizer and washing of hands need to occur before and after using the restroom.
- Daily Schedule:
 - 7:35 – 7:55 a.m. Students may enter the building and eat breakfast in their classroom.
 - 8:00 a.m. All students should be in their classroom so that they are not marked tardy.
 - 8:00 a.m. – 2:30 p.m. Classroom instruction.
- Lunch Schedule:

Kindergarten and 1 st Grade:	10:30 a.m. – 11:00 a.m.
2 nd Grade & 3 rd Grade	11:05 a.m. – 11:35 a.m.
4 th Grade & 5 th Grade	11:40 a.m. – 12:10 p.m.

- Dismissal: During the Covid-19 pandemic we will be doing a staggered dismissal schedule. Students in Kindergarten & 1st Grade and students who have siblings attending Washington School will be dismissed at 2:20 p.m.
Students in 2nd & 3rd grades without siblings at Washington School and Day Care and Bus Riders will be dismissed at 2:25 p.m.
Students in 4th & 5th grades without siblings at Washington will be dismissed at 2:30 p.m.
- E-Learning Students: We will have computers ready to check out to e-learners on Wednesday, August 19th from 2-4 p.m. Students can expect to complete online assignments throughout the day. E-Learning Teachers will be providing instruction from 4 – 7 p.m. Parents will be responsible for picking up and dropping off materials needed for remote learning. For example, this may include picking up and returning assignments that cannot be submitted electronically. E-Learners should make sure that their computer is fully charged every day.
- Cleaning and Sanitizing: Washington School Custodians and Staff members will be deep cleaning and sanitizing classrooms and other areas of the building on a regular basis.
- Special Services: A high priority will be placed on providing in-person instruction for students with IEP's and 504 Plans. Individualized considerations may include e-learning instruction for medically fragile students and students who demonstrate behaviors that may lead to safety concerns for staff and students. All meetings will occur as scheduled by the case managers and administrators. Meetings will be held virtually. All IEP Meetings will continue to be held in accordance with special education timelines. All appointments and meetings with school staff will be virtual or by phone. E-learners who have IEP's will have Individualized Remote Learning Plans developed and modified as needed to address each student's plan as determined appropriate by the IEP and/or the 504 Team. These Remote Learning Plans will identify what services will be provided to each student. Students who receive related service minutes in the IEP will receive services using consultation/collaboration with case managers, video conferencing, hands-on tasks provided by the therapists, online materials, or materials that have been provided for families. District 117 staff will continue to work collaboratively with Four Rivers service providers to deliver services to all our students.
- Classes Outside: Teachers may choose to take students outside for class when applicable to the lesson. If classes go outside students are still expected to follow classroom rules/expectations. Face masks do not need to be worn when outside and social distancing is practiced.
- COVID-19 Symptom During the School Day: Students or staff members exhibiting COVID-19 symptoms (temperature greater than 100.4, fever, cough, shortness of breath/difficulty breathing, chills fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea) or who test positive for COVID-19 must stay home. Once the school day begins, anyone exhibiting symptoms will be sent to the office in order to be separated to a safe area for quarantine. The district will work with JSD117 Central Office and Morgan County Health Department to contact trace to determine what individuals had close contact with the sick person.
- COVID-19 Positive Cases and Absence from School: IDPH does not recommend testing for all students and staff before attending school and does not require additional testing to return to school. They are using symptom-based guidance. A positive case or symptomatic person is required to isolate for a minimum for 10 days after symptom onset and can be released after afebrile (without fever) and feeling well (without fever reducing medication) for at least 72 hours

(3 days). Asymptomatic carriers must remain in isolation for 10 days from date of test. Close contacts must remain quarantined for 14 days after the last/most recent contact with the person when they were infectious.

- Lockers: Lockers will not be assigned for the 2020-21 school year. If your student has an absolute need for a locker, please contact me to discuss.

Thank you for your understanding with all of the State Board of Education regulations and local health department recommendations. Please remember that this is an ever-changing document based on guidance from the Governor's Office, CDC, IDPH, ISBE and the JSD117 Board of Education. If or when changes/updates are made you will be informed appropriately. Skylert Messenger will be utilized for communication as well as our Washington website and teacher communication. Although our school day may look slightly different, it will still be packed with lots of learning and fun!

Respectfully,

Mary Camerer

Washington Elementary Principal